

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF FOOD SUPPLY DEPARTMENT & CONSUMER AFFAIRS
ROOM NO. 305, 3RD FLOOR, K-BLOCK, VIKAS BHAWAN,
I.P. ESTATE, NEW DELHI-110002
(ADMINISTRATION BRANCH)

No.F.9(05)/2013/F&S/Admn/Pt. File/ 4433-41

Dated: 16/11/21

ORDER NO. 153

The approval of Competent Authority is hereby conveyed for constitution of a separate branch in the name of 'Coordination Branch' by segregating the works related to Coordination from "Policy and Coordination Branch" which is presently dealing with both the issues. Accordingly, forthwith the Coordination Branch will perform the following works:

1. Preparation of replies to Lok Sabha, Rajya Sabha and Vidhan Sabha questions after due compilation.
2. To deal with the Court cases having subject matters commonly related to various branches of the Department other than the court cases of specific branch.
3. Preparation of outcome budget.
4. Preparation of the matter for Annual Reports/Speech etc. by collecting data/facts from other concerned branches of the Department and its compilation thereof.
5. Preparation of reports to be forwarded to different commissions i.e. SC/ST/OBC/Minority.
6. Preparation and submission of status report on the complaints filed before NHRC.
7. Any other miscellaneous work related to coordination with other departments of GNCT of Delhi and departments of Central Government.


(RAJEEV CHHABRA)
ASSISTANT COMMISSIONER (ADMN.)

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Copy forwarded to the following for information to:

1. OSD to Hon'ble Minister, F&S Department.
2. PS to CFS/ Addl. Commissioners/Dy. Commissioner, F&S Department.
3. All Assistant Commissioners, F&S Department.
4. Assistant Commissioner (General), F&S Department with the direction to provide necessary infrastructure for the branch. Further, one vehicle and driver be attached with the branch for smooth functioning.
5. All FSOs (HQ/Circle Offices), F&S Department.
6. President (State Commission/CDRFs), F&S Department.
7. DCA/Sr AO/DDO, F&S Department.
8. Sr. System Analyst to upload the order on the F&S website.
9. Guard file


ASSISTANT COMMISSIONER (ADMN.)